



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

STAFF SERVICES MANAGER III

\$6,779 - \$7,474

LEGISLATIVE OFFICE

SACRAMENTO

RESPONSIBILITIES:

Under the general direction of the Legislative Director, the Staff Services Manager III will serve as legislative advisor, representative, and supervisor, and will manage the Department's statewide legislative program operations and activities in the absence of the Legislative Director. Specific duties include but are not limited to: planning, coordinating, and directing the day-to-day activities of the Legislative Office staff; monitoring all state and federal legislation having an affect on the Department and advising the Legislative Director regarding its potential impact; developing the most complex and comprehensive legislation necessary to further the mission and goals of the Department; reviewing all bill analyses prepared by various departmental staff to ensure that the Department's perspectives have been presented clearly and accurately, and consolidating all input for submission to the Legislative Director; representing the Department before the Legislature and Governor's Administration on policy and technical issues, and providing testimony before legislative committees; and representing the Department at various seminars and conferences regarding current or proposed legislation and policies.

DESIRABLE QUALIFICATIONS:

- Ability to work under short time lines and work irregular, long hours and weekends during peak workload periods throughout the year
- Ability to oversee the development, implementation and administration of the Department's Legislative Office activities
- Excellent presentation and verbal and written communication skills is crucial
- Extensive knowledge and understanding of the Legislative process is essential
- Past legislative background and experience in policy-making with current established legislative relationships is critical
- Strong knowledge of the insurance industry, California insurance law and the Department's operations and mission is essential

WHO MAY APPLY:

Applications will be accepted from current State employees at the Staff Services Manager III level, those within transfer range, or individuals who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their***

05/29/13NT

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.

STATEMENT OF QUALIFICATIONS:

All interested candidates must submit a completed standard State of California application and a "Statement of Qualifications" in order to be considered for this position. The Statement of Qualifications is a narrative discussion of your education, training, experience, and skills as it relates to the desirable qualifications listed above. The Statement of Qualifications serves as documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.

Resumes do not take the place of the Statement of Qualifications. Applicants who fail to submit the Statement of Qualifications will be eliminated from the selection process.

APPLICATION PROCEDURE:

Send a completed standard State of California application and a "Statement of Qualifications" to Nicole Terrell, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "Staff Services Manager III #413-115-4802-001" on the State application.** For additional information, please contact 916-492-3316 or Nicole.terrell@insurance.ca.gov

FINAL FILING DATE: Friday, June 14, 2013 – Close of Business

NOTE: Interested individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

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